



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND  
1333 ISAAC HULL AVENUE  
WASHINGTON NAVY YARD DC 20376-2101

*Rec'd 8/19/14  
burn*

IN REPLY REFER TO

5720

Ser 00A5/2014F000174T

August 14, 2014

From: Commander, Naval Sea Systems Command  
To: Office of Counsel, Portsmouth Naval Shipyard

Subj: FREEDOM OF INFORMATION ACT (FOIA) REQUEST

Ref: (a) SECNAVINST 5720.42F

Encl: (1) DoD CAF 14-P-0025 request of 12 Feb 14  
(2) NAVSEA-HQ 5720, Ser SEA 00A5/2014F000174

1. Per reference (a), enclosure (1) is transferred to your office for processing and direct response to the requester.
2. Enclosure (2) informed the requester of this referral and to expect a reply directly from you. Your case number on this FOIA request is **DON-NAVY-2014-003730**.
3. Please contact Ginger Dolan, at telephone 202-781-3359 if you have any questions concerning this transfer.

*Donna M. Hamlin*  
DONNA M. HAMLIN  
By Direction

**ENCLOSURE (1)**



DEPARTMENT OF DEFENSE  
CONSOLIDATED ADJUDICATIONS FACILITY  
BUILDING 600, 10<sup>TH</sup> STREET  
FORT GEORGE G. MEADE, MD 20755-5131



12 FEB 2014

MEMORANDUM FOR THE OFFICE OF THE CHIEF OF NAVAL OPERATIONS,  
Attn: Privacy Act / Freedom of Information Act Program Office  
2000 Navy Pentagon, Washington, DC 20350-2000

SUBJECT: Privacy Act Request ICO Mr. George P. Jansen, DoD CAF 14-P-0025

While processing the attached Privacy Act request, referred to us by the Naval Criminal Investigative Service (NCIS), our records revealed that the requested documents originated from a command under the jurisdiction of the Department of the Navy. As we are not authorized to release documents originated by another agency, we are forwarding a copy of the Privacy Act request, as well as a copy of the pertinent records, to your office for release to the requester under the *Privacy Act of 1974*. We have notified Mr. Jansen of our referral to your office.

Should you have any questions regarding this matter, please contact Ms. Joy Greene at (301) 833-3336.

Thomas J. Rouse  
Chief of Operations  
DoD Consolidated Adjudications Facility

Attachments:

1. Referral Letter from NCIS (w/attachments)
2. Documents for Release
3. DoD CAF Response Letter

PRIVACY ACT INFORMATION

In compliance with the Privacy Act of 1974, this information is Personal Data and must be protected from public disclosure.



DEPARTMENT OF THE NAVY  
HEADQUARTERS  
NAVAL CRIMINAL INVESTIGATIVE SERVICE  
27130 TELEGRAPH ROAD  
QUANTICO VA 22134-2253

5720 F14-0377.1  
SEROOLJF/14U0038  
JAN 14 2014

MEMORANDUM

From: Director, Naval Criminal Investigative Service, Freedom of Information Act (FOIA)  
Office, Code 00LJF  
To: Director, Department of Defense, Consolidated Adjudications Facility, Navy Division  
Subj: FREEDOM OF INFORMATION ACT/PRIVACY ACT REQUEST ICO MR. GEORGE  
JANSEN; NCIS FOIA F14-0377  
Encl: (1) Request letter of Mr. Jansen, 11Dec13  
(2) NCIS response letter

1. While processing Mr. Jansen's request it was determined that your Facility may maintain records responsive to this request. Enclosure (1) is forwarded for action deemed appropriate. Please respond directly to the requester who has been advised of this referral, enclosure (2) pertains.

2. If you have any questions concerning this matter, the point of contact is Erin Roberge, who may be reached at (571) 305-9086 or via electron mail at [erin.s.roberge@navy.mil](mailto:erin.s.roberge@navy.mil).

Sincerely,

*(Signature)*  
CARIN M. COZZA  
LT, JAGC, USN

FEB 06 2014  
14U0038



DEPARTMENT OF THE NAVY  
HEADQUARTERS  
NAVAL CRIMINAL INVESTIGATIVE SERVICE  
27130 TELEGRAPH ROAD  
QUANTICO VA 22134-2253

5720 F14-0377  
SEROOLJF/14U0037  
JAN 14 2014

Mr. George Jansen  
73 Moses Carr Road  
Rollinsford, NH 03869

Dear Mr. Jansen:

This responds to your December 11, 2013 Freedom of Information Act/Privacy Act request seeking information pertaining to "ref C Command Memo 05-06-2013" of your Department of the Navy, Central Adjudication Facility (DONCAF) record. We received your request on January 2, 2014.

Please be advised that as of January 27, 2013, the DONCAF now falls under the cognizance of the Department of Defense, Consolidated Adjudications Facility (DODCAF), Navy Division. As we do not have the authority to release their information, we have forwarded your request to them for any records they maintain subsequent to the aforementioned date.

If you have any questions concerning this matter, please do not hesitate to contact our office at (571) 305-9092.

Sincerely,

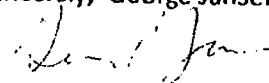
*(Signature)*  
CARIN M. COZZA  
LT, JAGC, USN

Rec'd NCS  
JAN 02 2014

To Naval Criminal Investigative Service Headquarters (Code00LIF) December 11, 2013

Please forward me ref C. Command Memo 05-06-2013 that was sent DON.  
CAF in reference to my security clearance review. Thank You for your cooperation  
in this matter.

Sincerely, George Jansen

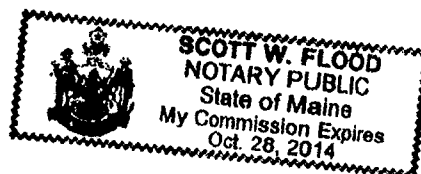
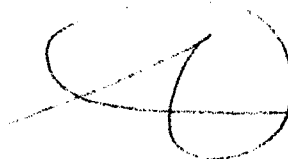


73 Moses Carr RD.

Rollinsford, NH 03869

State of Maine  
County of York

The foregoing instrument was acknowledged before me this  
13th day of December, 2013 by George Jansen.





## DEPARTMENT OF THE NAVY

PORTSMOUTH NAVAL SHIPYARD  
PORTSMOUTH, NH 03884-5000

IN REPLY REFER TO:

5520  
Ser 1730.4/062  
6 MAY 2013

From: Director of Security, Portsmouth Naval Shipyard  
To: Chief, Department of Defense, Consolidated Adjudications Facility (Navy Division)

Subj: MR. GEORGE P. JANSEN, SSN: xxx-xx-4480

Ref: (a) SECNAV M-5510.30

Encl: (1) Discipline History with Suspension letters

1. As required by Exhibit 10A of reference (a), the following is provided:

- a) Nature and Seriousness of Conduct. The individual has a long history of alcohol related, and apparent alcohol related, issues. He has reported to work unprepared to perform assigned duties; has reported to work apparently under the influence of alcohol; and has been disciplined a number of times, to include a current 30 day suspension. Command strongly suspects the individual has alcohol consumption issues.
- b) Circumstances Surrounding Conduct. Subject has had a history of discipline issues; most recent was on 23 January 2013 when he was absent without leave for 2.5 hours (failed to return to work after lunch). The alcohol related incidents appear to be more prevalent when the individual is on TDY assignment.
- c) Frequency and Recency of Conduct. As documented in enclosure (1), subject has had a history of discipline issues since 2009. The most recent issue occurred in January 2013, for which the individual was suspended for 30 days.
- d) Age of the Individual. Subject is currently 49 years of age.
- e) Willfulness of Conduct. Individual does not appear to be able to control behavior, as demonstrated by repeated violations of policies.

For Official Use Only - Privacy Sensitive - Any misuse or unauthorized disclosure may result in both civil or criminal penalties.

- f) Knowledge of the Consequences Involved. The individual, through past disciplinary actions, is fully aware of the consequences of his behavior, but has not corrected same.
- g) Motivation for Conduct. Unknown.
- h) How the Command became aware. Failure to report to work, failure to return to work after lunch, reporting to work apparently under the influence of alcohol.
- i) Actions taken to correct. The subject has been provided extensive counseling and guidance by his chain of command regarding behavioral issues, and has been the subject of progressive discipline since 2009. The individual has been offered the Employee Assistance Program; unknown if he has availed himself of this resource.
- j) Stability of Lifestyle. Unknown.
- k) Cooperation of the Individual. Subject has not been cooperative in that he flatly denies any alcohol issues, and repeated warnings and discipline have failed to influence his behavior.

2. Should you have any questions, you may contact Ms. Lisa Laverdiere, Personnel Security Specialist, Code 1730.4, telephone (207) 438-2300.

  
DAVID KELLY



# Counseling/Disciplines Report for

Monday, April 22, 2013  
9:26:32 AM

Last Name      First Name      Badge  
**JANSEN      GEORGE      40019**

## Action: Grievance

### Reason for Action Trip Selection

Type of Action	Action Status:	Action Date Issued	# of Days (Suspension):	Notes
Step 2	Denied	4 /16/2013		NOT SELECTED FOR VIRGINIA TRIP 16-22 APRIL 2013

## Action: Discipline

### Reason for Action Unauthorized Absence

Type of Action	Action Status:	Action Date Issued	# of Days (Suspension):	Notes
Decision to Suspend- 30 Days	Signatures	4 /22/2013	30	
Proposal to Suspend	Current	3 /15/2013	30	EMPLOYEE FAILED TO REPORT BACK TO WORK AFTER LUNCH

## Action: Grievance

### Reason for Action Decision to Suspend

Type of Action	Action Status:	Action Date Issued	# of Days (Suspension):	Notes
Step 3	Pending	2 /20/2013		14 DAY SUSPENSION-NOT FOR JUST CAUSE AND MORE THE MIN. ACTION REQUIRED

## Action: Discipline

### Reason for Action Inappropriate Behavior

Type of Action	Action Status:	Action Date Issued	# of Days (Suspension):	Notes
Decision to Suspend	Complete	1 /31/2013	14	

Last Name First Name Badge  
**JANSEN GEORGE 40019**

Proposal to Suspend Complete 11/15/2012 14 9/15/12-VIOLATION OF ALCOHOL  
POLICY/REPORTING FOR WORK UNPREPARED

Action: Discipline

Reason for Action Unauthorized Absence

Type of Action	Action Status:	Action Date Issued	# of Days (Suspension):	Notes
Decision to Suspend	Complete	7/9/2010	5	SN 900A/297 - 5 DAY SUSPENSION - UA 2/4/10
Proposal to Suspend	Complete	5/6/2010	14	

Action: Discipline

Reason for Action Unauthorized Absence

Type of Action	Action Status:	Action Date Issued	# of Days (Suspension):	Notes
Letter of Reprimand	Expired	12/2/2009		UA ON 11/3 AND 11/4

Action: Grievance

Reason for Action Letter of Reprimand

Type of Action	Action Status:	Action Date Issued	# of Days (Suspension):	Notes
Step 2	Denied	12/3/2009		
Step 1	Denied	10/29/2009		

Action: Discipline

Reason for Action Unauthorized Absence

Type of Action	Action Status:	Action Date Issued	# of Days (Suspension):	Notes
Letter of Reprimand	Expired	8/11/2009		SN 900A/453 - UA 8/11/10 - GRIEVANCE ISSUED AND DENIED @ STEP 2 12/03/2009



**DEPARTMENT OF THE NAVY**

PORTSMOUTH NAVAL SHIPYARD  
PORTSMOUTH, N. H. 03804-5000

IN REPLY REFER TO:

12750

Ser 1102/224

15 Mar 13

From: Supervisor Lifting & Handling Superintendent  
To: George Jansen, 072-040019, Rigger Leader, WL-5210-10

Subj: NOTICE OF PROPOSED ACTION TO SUSPEND YOU FROM WORK FOR  
THIRTY (30) CALENDAR DAYS

1. This is a notice of proposed action to suspend you from work without pay for thirty (30) calendar days because of your unauthorized absence. This notice is issued to you in accordance with the requirements of 5 C.F.R. 752.

These past disciplinary action records were considered in determining the severity of this proposed action.

a. On 12 July 2010 you were suspended from duty without pay for five (5) calendar days for failure to request leave properly, resulting in unauthorized absence.

b. On 4 February 2013 you were suspended from duty without pay for fourteen (14) calendar days for your unauthorized tardiness; arriving unprepared for work; and for violating the Shipyard's alcohol policy.

2. The reasons for this proposed action are as follows:

a. On 23 January 2013, your scheduled work hours were 0700 to 1530 with an unpaid lunch from 1130 until 1200. You failed to report back to work after lunch. You did not call to request and receive approval for leave. You were charged to 2.5 hours of unauthorized absence (KC).

3. On 28 January 2013 you met with Bruce Preston, Supervisory Lifting & Handling Superintendent, Richard Schoff, Supervisor Rigging & Crane Ops Division, Frank Coleman and Gammon Johnson, your FEMTC Representatives, to discuss the above. You submitted a written response that stated on 23 January 2013, your crew and yourself installed the skid for the installation of the shark fin and the slip joint. You said you completed the job at 1130. After you and the crew completed the job, you discussed with Tom Spellman, Team Leader, that the skid was complete. You told Tom that you needed to get a ratchet from the base. Tom stated to go to lunch and meet back at 1300. You then stated that after lunch you parked in the parking lot and stayed in your vehicles because you had no shelter out of the

Subj: NOTICE OF PROPOSED ACTION TO SUSPEND YOU FROM WORK FOR  
THIRTY (30) CALENDAR DAYS

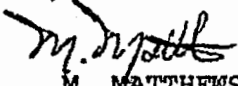
cold. After 1400 you and the crew left for the hotel. You were informed that disciplinary action was being contemplated.

4. This notice is issued to you at least thirty calendar days prior to the proposed action. The notice period begins on 16 March 2013. During this notice period you will be carried on the rolls in a work status on those days you are scheduled and report for work and in a leave status on those days you request and receive approval for leave. As soon as possible after expiration of the ten day limit described in paragraph 5 below, a written decision will be issued to you; however, the proposed action, if found warranted, will not be effected until the notice period of 30 full calendar days has expired.

5. You are advised that you may reply to this notice of proposed action orally, or in writing, or both orally and in writing to Ms. Leisa Legg who is the Administrative Services Division designated representative. If you desire to make an oral reply, you may be accompanied by a representative of your choice and you and your representative, if otherwise in a duty status, will be allowed a reasonable amount of official time for this purpose. You must contact your personnel advisor to make arrangements for your oral reply. You may also submit affidavits and other documentary evidence in support of any reply you desire to make. You will be allowed ten (10) calendar days from the starting date of the notice period to submit your reply. Consideration will be given to extending this period if you submit a request in writing to your personnel advisor stating your reasons for desiring more time. Full consideration will be given to any reply you submit.

Further, the material upon which this notice is based and which is relied upon to support the reasons in this notice is available for your review in the Personnel Office, Building 86/A. You and your representative will be allowed up to two (2) hours of official time, if you are otherwise in a duty status, to review this material, to secure affidavits and other documentary evidence and to prepare a written reply. You must contact your personnel advisor to arrange for the use of this official time. If you feel that this amount of time is insufficient, you may submit a request in writing to your personnel advisor stating your reasons for desiring additional time.

6. If you do not understand the above reasons for this proposed action, you may consult with your personnel advisor, Ramona Dunn building 86/A, extension 3063, for further explanation.

  
M. MATTHEWS



**DEPARTMENT OF THE NAVY**  
PORTSMOUTH NAVAL SHIPYARD  
PORTSMOUTH, N. H. 03804-5000

IN REPLY REFER TO:  
12750  
Ser 1102/069  
31 Jan 13

From: Supervisory Lifting & Handling Superintendent  
To: George Jansen, 072-040019, Rigger Leader, WL-5210-10

Subj: NOTICE OF DECISION TO SUSPEND YOU FOR FOURTEEN (14)  
CALENDAR DAYS


Encl: (1) Copy of Rigger Supervisor ltr 12750 Ser 1102/1114  
dtd 15 Nov 12  
(2) Appeal Rights

1. This is a notice of decision to suspend you from duty without pay for a period of fourteen (14) calendar days effective 4 February 2013, for your unauthorized tardiness; arriving unprepared for work; and for violating the Shipyard's alcohol policy. The reasons supporting this action are described in enclosure (1), which is forwarded in lieu of restating the reasons presented therein. This decision is issued to you in accordance with the requirements of 5 CFR 752.

2. You were advised that you could answer the notice of proposed action orally or in writing, or both orally and in writing. You met with Trevor Thayer, Supervisory Lifting & Handling Superintendent and Gammon Johnson, your FEMTC union representative, on or about 3 January 2013 to hear your oral reply.

3. I have carefully considered the entire case file, including your oral reply and find the reasons contained in enclosure (1) to be fully supported. I am putting you on clear notice that future instances of your unauthorized tardiness; arriving unprepared for work; and for violating the Shipyard's alcohol policy will not be tolerated. Your unauthorized tardiness; arriving unprepared for work; and violating the Shipyard's alcohol policy has an adverse impact on the Shop's ability to accomplish its mission. The effective date of your suspension is 4 February 2013.

4. Your appeal rights are contained in enclosure (2).

  
M. MATTHEWS



**DEPARTMENT OF THE NAVY**

PORTSMOUTH NAVAL SHIPYARD  
PORTSMOUTH, N. H. 03804-5000

IN REPLY REFER TO:

12750

Ser 1102/1114

15 Nov 12

From: Rigger Supervisor

To: George Jansen, 072-040019, Rigger Leader, WL-5210-10

Subj: NOTICE OF PROPOSED FOURTEEN (14) CALENDAR DAY SUSPENSION

Ref: (a) NAVSHIPYD PTSMHINST 5353.1

1. This is a notice of proposed disciplinary action consisting of a fourteen (14) calendar day suspension from work without pay because of your unauthorized tardiness, arriving unprepared for work; and for violating the Shipyard's alcohol policy. Your past disciplinary record was considered in determining the severity of this proposed action. This notice is issued to you in accordance with the requirements of 5 C.F.R. 752. Your record shows the following:

a. Beginning 12 July 2010 you served a five (5) calendar day suspension because of your failure to request leave properly resulting in unauthorized absence.

2. The reasons for this proposed disciplinary action are described below.

a. On 15 September 2012 your hours of work were 0600 to 1800. You were TDY in Connecticut working on SSN 760 as a work leader.

b. You reported fifteen (15) minutes late, at 0615, for your scheduled shift. When you arrived you stated that you were late because you were dealing with an issue at home. Your supervisor, Bruce Preston, discussed workload requirements with you on 13 September 2012. He specifically told you that you and your crew needed to be ready to work at 0600 on Saturday, 15 September 2012.

c. You reported for duty unprepared to go to work. You did not have your hard hat and you were not wearing nor did you have your steel toed shoes. When you were asked where they were, you stated they were still at Electric Boat. Both your hard hat and steel toed shoes are required for you to perform your work assignments.

Subj: NOTICE OF PROPOSED FOURTEEN (14) CALENDAR DAY SUSPENSION

d. When you reported for duty, your breath smelled of alcohol, your eyes were glassy and you were groggy. You said you were fine; however, Mr. Preston sent you to the riggers connex box. Mr. Preston called upon another supervisor to serve as a witness, and he stated that he also "smelled an odor of alcohol". In accordance with the Alcohol Policy "personnel shall report to work and remain fit for duty, unimpaired by any alcohol consumption". Any degree of alcohol impairment by workers is inconsistent with our goal of a safe and healthful place to work.

3. On 28 September 2012, you met with Dennis Schoff, Supervisor Rigging and Crane Ops Division and Gammon Johnson, your FEMTC union representative, to discuss the above. You stated you were running late, talking on the phone trying to resolve a personal issue at home. You also stated that all of your guys had their hard hats at Electric Boat and you didn't know whose hat was there. You stated that you did not have a drink on 14 September 2012 nor did you have any alcohol on the morning of 15 September 2012. You said that you might have had some residual from the two previous days. You also stated that you have been working long hours. You were informed that disciplinary action was being contemplated.

4. This notice is issued to you at least ten (10) calendar days prior to the proposed disciplinary action. This notice period begins on 16 November 2012. During this notice period you will be carried on the rolls in a work status on those days you are scheduled and report for work and in a leave status on those days you request and receive approval for leave. As soon as possible after expiration of the ten-day limit, a written decision will be issued to you.

5. You are advised that you may reply to this notice of proposed disciplinary action orally, or in writing, or both orally and in writing to Trevor Thayer, Supervisor Lifting & Handling Superintendent. If you desire to make an oral reply, you may be accompanied by a representative of your choice, and you and your representative, if otherwise in a duty status, will be allowed a reasonable amount of official time for this oral reply. You may contact your personnel advisor to make arrangements for your oral reply. You may also submit affidavits and other documentary evidence in support of any reply you desire to make. You will be allowed ten (10) calendar days from the date of this letter to submit your reply. Consideration will be given to extending this period if you submit a request in writing to your

Subj: NOTICE OF PROPOSED FOURTEEN (14) CALENDAR DAY SUSPENSION

personnel advisor stating your reasons for desiring more time. Full consideration will be given to any reply you submit.

Further, the material upon which this notice is based and which is relied upon to support the reasons in this notice, are available for your review in the Personnel Office, Building 86A. You and your representative will be allowed up to one (1) hour of official time, if you are otherwise in a duty status, to review this material, to secure affidavits and other documentary evidence and to prepare a written reply. You must contact your personnel advisor to arrange for the use of this official time. If you feel that this amount of time is insufficient, you may submit a request in writing to your personnel advisor stating your reasons for desiring additional time.

6. If you do not understand the above reasons for this proposed disciplinary action, you may consult your Personnel Advisor, Marcia Adair, Code 1102, extension 3079, Building 86A, for further explanation.

*Ray H. Field*  
R. FIELD





**DEPARTMENT OF THE NAVY**  
PORTSMOUTH NAVAL SHIPYARD  
PORTSMOUTH, N. H. 03804-6000

IN REPLY REFER TO:  
12750  
Ser 900A/297  
09 Jul 10

From: Rigging and Crane Operations Division Superintendent  
To: George Jansen, Badge No. 072-040019, Rigger Leader,  
WL-5210-10

Subj: NOTICE OF DECISION TO SUSPEND

Encl: (1) Copy of Rigger Supervisor, ltr 12750 Ser 900A/231,  
dtd 06 May 2010  
(2) Appeal Rights

1. This is a notice of decision to suspend you from duty for a period of five (5) calendar days effective 12 July 2010 through 16 July 2010, because of your failure to request leave properly, resulting in unauthorized absence on 04 February 2010. The reasons supporting this action are described in enclosure (1), which is enclosed in lieu of restating the reasons presented therein. This decision is issued to you in accordance with the requirements of 5 CFR, Section 752.

2. You were advised that you could answer the notice of proposed action orally or in writing, or both orally and in writing. On 11 May 2010, you and your union representatives Jeffrey Guilmotte and Albert Howard met with me to give your oral reply. During that meeting you claimed you did nothing wrong, that you requested annual leave from a co-worker in lieu of speaking with a supervisor. A co-worker is not authorized to grant such leave.

3. Based on the information I have before me, I find the charge and specification contained in enclosure (1) to be fully supported, however I have decided to mitigate your suspension. It is therefore my decision to invoke a suspension of five (5) calendar days.

4. Do not be misled by my leniency. You are expected to follow proper procedures when requesting leave. Future incidents will result in a more severe penalty.

5. Your appeal rights are contained in enclosure (2).

  
TREVOR J. THAYER



**DEPARTMENT OF THE NAVY**  
PORTSMOUTH NAVAL SHIPYARD  
PORTSMOUTH, N. H. 03804-5000

Received By: *[Signature]*

Dated: 05-06-2010

ON REPLY REFER TO:  
12750  
Ser 900A/231  
06 May 10

From: Rigger Supervisor  
To: George Jansen, Badge No. 072-040019, Rigger Leader,  
WL-5210-10

Subj: NOTICE OF PROPOSED 14 CALENDAR DAY SUSPENSION

1. This is a notice of proposed disciplinary action consisting of a fourteen (14) calendar day suspension from work without pay for your failure to request leave properly resulting in unauthorized absence on 04 February 2010. On 23 October 2009, you were issued a letter of reprimand for your unauthorized absence on 11 August 2009. On 02 December 2009, you were issued a letter of reprimand for your unauthorized absence on 03 and 04 November 2009. You were suspended from duty without pay from 24 December 2008 through 02 January 2009, because you were unfit for duty due to alcohol impairment on 14 November 2008. This past disciplinary action record was considered in determining the severity of this proposed action. This notice is issued to you in accordance with the requirements of 5 CFR §752.

2. The reasons for this proposed action are as follows:

a. On Thursday, 04 February 2010, your hours of work were 0700-1530, with a non paid lunch period from 1130-1200. At 0650, you called your supervisor, Dean Plourde, to inform him that you were going to be late. You did not report to work or call to request approval for leave. You were charged to unauthorized absence (KC) for 8 hours.

3. On 05 February 2010, you met with Bruce Preston, Supervisor Rigging and Crane Ops, Dean Plourde, Rigger Supervisor and your FEMTC union representative, Jeffrey Guillemette, to discuss the above. You said that you contacted Dean Plourde to let him know that you couldn't get a ride. You also said that you called a fellow employee later in the day to inform him that you were not coming in. You did not have approval from your supervisor to be absent. You were advised that disciplinary action was being contemplated.

4. You are advised if you need assistance in dealing with personal matters, the Employee Assistance Program (EAP) is

**Subj: NOTICE OF PROPOSED 14 CALENDAR DAY SUSPENSION**

available to provide confidential counseling services. EAP can be reached by calling (207) 438-3645.

5. This notice is issued to you at least ten (10) calendar days prior to the proposed disciplinary action. This notice period begins on 07 May 2010. During this notice period you will be carried on the rolls in a work status on those days you are scheduled and report for work and in a leave status on those days you request and receive approval for leave. As soon as possible after expiration of the ten day limit, a written decision will be issued to you.

6. You are advised that you may reply to this notice of proposed disciplinary action orally, or in writing, or both orally and in writing to Trevor Thayer, Rigging and Crane Operations Superintendent. If you desire to make an oral reply, you may be accompanied by a representative of your choice and you and your representative, if otherwise in a duty status, will be allowed a reasonable amount of official time for this purpose. You must contact your personnel advisor to make arrangements for your oral reply. You may also submit affidavits and other documentary evidence in support of any reply you desire to make. You will be allowed ten (10) calendar days from the date of this letter to submit your reply. Consideration will be given to extending this period if you submit a request in writing to your personnel advisor stating your reasons for desiring more time. Full consideration will be given to any reply you submit.

Further, the material upon which this notice is based and which is relied upon to support the reasons in this notice are available for your review in the Personnel Office, Building 86A. You and your representative will be allowed up to one (1) hour of official time, if you are otherwise in a duty status, to review this material, to secure affidavits and other documentary evidence and to prepare a written reply. You must contact your personnel advisor to arrange for the use of this official time. If you feel that this amount of time is insufficient, you may submit a request in writing to your personnel advisor stating your reasons for desiring additional time.

Subj: NOTICE OF PROPOSED 14 CALENDAR DAY SUSPENSION

7. If you do not understand the above reasons for this proposed disciplinary action, you may consult with your personnel advisor, Scott Flowers, ext 2964, Building 86A, for further explanation.

DEAN FLOURDE

*D.A. Flourde 40350 5/6/10*



DEPARTMENT OF DEFENSE  
CONSOLIDATED ADJUDICATIONS FACILITY  
BUILDING 600, 10<sup>TH</sup> STREET  
FORT GEORGE G. MEADE, MD 20755-5131



12 FEB 2014

REF: DoD CAF 14-P-0025

Mr. George P. Jansen  
73 Moses Carr Road  
Rollinsford, NH 03869

Dear Mr. Jansen:

This is in response to your December 11, 2013, Privacy Act request in which you requested a copy of "Ref C, Command Memo 05-06-2013," pertaining to your security clearance. The Naval Criminal Investigation Service (NCIS) referred your request to us for a release determination.

In reviewing your request, we presume you are requesting Reference (c), Command Memo of 6 May 13, contained in the Department of Defense Consolidated Adjudications Facility (DoD CAF) memorandum, 5520 Ser 008TC653, dated July 8, 2013.

The provisions of the law governing release of records under the Privacy Act do not generally allow an organization to release records other than the ones they created. Reference (c) specifically pertains to command personnel security records, which originated from the Portsmouth Naval Shipyard (PNSY). The release authority for records created by commands under the Department of the Navy is the Office of the Chief of Naval Operations (CNO); therefore, we have referred those records to the CNO for action and direct response to you.

To expedite your request, you may also seek assistance in obtaining a copy of the command records directly from your Director of Security, or other designated security official, as they may retain authority to release the records directly to you, in accordance with the provisions of the *Privacy Act of 1974*.

We hope this information is helpful to you, and appreciate the opportunity to assist you in this matter. If you have any further questions, please feel free to contact our office.

Sincerely,

Thomas J. Rouse  
Chief of Operations  
DoD Consolidated Adjudications Facility

PRIVACY ACT INFORMATION

In compliance with the Privacy Act of 1974, this information is Personal Data and must be protected from public disclosure.

**ENCLOSURE (2)**



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND  
1333 ISAAC HULL AVENUE  
WASHINGTON NAVY YARD DC 20376-2101

IN REPLY REFER TO

5720

Ser SEA 00A5/2014F000174F

August 14, 2014

Mr. Geroge P. Jansen  
73 Moses Carr Road  
Rollinsford, NH 03869

SUBJECT: FREEDOM OF INFORMATION ACT CASE **DON-NAVY-2014-003730**

Dear Mr. Jansen:

During the processing of your December 11, 2013, Privacy Act request originally submitted to the Naval Criminal Investigative Service, personnel with the Department of Defense Central Adjudication Facility located documents that originated with the Naval Sea Systems Command and referred them to this office for review and direct response to you.

After careful review of the referred documents, we determined they fall under the cognizance of the Portsmouth Naval Shipyard, Portsmouth, NH. To save time, we have taken the liberty of forwarding your request to that activity for action and direct response to you.

Mr. Scott Flood is the FOIA contact at Portsmouth Naval Shipyard, Portsmouth, NH. You may reach him at 207-438-1752. When contacting Mr. Flood concerning your request please refer to case number **DON-NAVY-2014-003730**. For your information, the FOIA address is as follows:

Portsmouth Naval Shipyard  
Code C100L  
Portsmouth, NH 03801

Fees for processing your request were below the threshold for requiring payment at Naval Sea Systems Command Headquarters - Washington, DC. However you may be charged processing fees by the Portsmouth Naval Shipyard, Portsmouth, NH.

If you have any questions concerning the foregoing, please contact Ginger Dolan at 202-781-3359.

Sincerely,

*Donna M. Hamlin*  
DONNA M. HAMLIN

Head, Freedom of Information  
Act Program

By Direction of the Commander